

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position advertised on [Where You Found the Job Posting]. As a recent graduate from [Your School or Program] with a background in [Your Field/Industry], I am eager to apply my skills and passion for [Relevant Skill or Field] in a professional setting.

During my time at [Your School or Previous Job], I gained valuable experience in [Mention any relevant experience, skills, or projects]. This role has not only honed my abilities in [Specific Skills], but also taught me the importance of [Soft Skills or Work Ethic].

I am particularly drawn to [Company's Name] because of [Reason related to the company or position]. I admire [Specific quality about the company], and I am excited about the opportunity to contribute to your team.

I have attached my resume for your review. I look forward to discussing how my background, skills, and enthusiasms can align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]